



## **Mill Valley School District Technology Acceptable Use Agreement**

Technology prepares students in our rapidly evolving world for the challenges of high school and beyond, and helps to build critical 21st century skills, such as communication, collaboration, creativity and critical thinking. The District is committed to providing teachers with these powerful tools and students with these critical learning opportunities.

Use of the District's technology resources is a privilege. With the use of technology and Internet access comes the responsibility to respect and protect the rights of others. Users of District technology resources are expected to act in a safe, responsible, ethical, legal manner, and in accordance with this agreement. Users of District technology resources shall have no expectation of privacy, and understand that District staff may monitor or examine any use. Violation of the Technology Acceptable Use Agreement may result in the loss of access and privileges, suspension, or other disciplinary or legal action deemed necessary and appropriate.

All District devices connected to the Internet have a technology protection measure that blocks or filters browser access to inappropriate material, as required by law. Staff shall supervise students while they are using online services at school, and may have instructional aides and volunteers assist in this supervision. Teachers, administrators, and/or library media specialists shall prescreen technology resources and online sites that will be used for instructional purposes to ensure that they are appropriate for the intended purpose and the age of the students. All students receive instruction in developmentally appropriate digital citizenship topics relevant to their age and use.

The District assumes no liability, either express or implied, arising out of providing access to District technology resources. Neither the District nor District staff will be held responsible for the failure of any technology protection measures, violations of copyright restrictions, or user mistakes or negligence. The District and District personnel shall also be indemnified and held harmless for any claims, damages, costs, losses or obligations arising from or relating to any person's use of District technology resources.

Before using District technology resources, the student and parent/guardian shall review the District's Technology Acceptable Use Agreement and sign the Annual Acknowledgement of Parent/Guardian Rights form to indicate that the student understands and agrees to abide by the specified user obligations and responsibilities.

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Students are authorized to use the District's technology resources in accordance with Board Policy and the user obligations and responsibilities specified below:

1. District technology resources shall be used safely, responsibly, and primarily for purposes related to education. Commercial, political and/or use of the District's technology resources for personal gain are strictly prohibited. The District reserves the right to monitor all technology use, and to remove any user files for system security and maintenance. Users should be advised that files, communications and web browsing within the District are not private, and may be accessed by the District without notice or consent to ensure proper use.
2. Users are responsible for the proper use of their District accounts at all times. For safety and security, users shall keep private their personal information such as account information and passwords and shall use District technology resources only with the account to which they have been assigned.

3. Unless otherwise instructed by school personnel, users shall not disclose, use, post, or disseminate personal identification information about themselves or others when using email, chat rooms, blogs, or other forms of electronic publishing and communication. Personal identification information includes name, home address, telephone number, age or birth date, and other personal information. Users are also cautioned not to disclose such information to individuals contacted through the Internet without permission of their parents/guardians.
4. Users shall not access, post, submit, publish, display, transmit or share harmful or inappropriate material that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, gender, sexual orientation, age, disability, religion or political beliefs.
5. Users shall not use District technology resources to threaten, intimidate, harass or ridicule others. Appropriate language should be used for all communications.
6. Users shall not use any District technology resources to encourage the use of drugs, alcohol or tobacco, nor shall they promote unethical practices or any activity prohibited by law, Board Policy or Administrative Regulations.
7. Use of District technology resources must adhere to current applicable copyright law and fair use guidelines. The copyright holder's permission must be sought when necessary. Any materials used for research projects should be given proper credit as with any other printed source of information.
8. Vandalism will result, at a minimum, in disciplinary action that may include the loss of all user privileges. Vandalism includes, but is not limited to, transmitting or creating computer viruses, any attempt to alter, harm or destroy District technology resources or to disrupt network traffic, or any attempt to gain unauthorized access to files, resources, accounts, or information, or to manipulate the data of any other user, including "hacking."
9. Users shall not attempt to interfere with other users' ability to send or receive email, nor shall they attempt to read, access, delete, copy, or modify other users' email or files without permission. Users shall also not disguise their identity, impersonate another user, or appropriate another user's account or identity.
10. Users may not install, download, or transfer programs, graphics, or other files on to District devices, nor may they attach non-District peripherals without prior permission.
11. Users are expected to conserve District technology resources, including disk space and network bandwidth.
12. Users may not make unauthorized use of the District's name, school names, or other District or school logos or symbols in a manner that creates the false impression that such use is sanctioned by the District.
13. Users shall report any security problem or misuse of District technology resources to a teacher, administrator, principal or other appropriate District representative.

Whenever a student is found to have violated Board Policy, Administrative Regulation or the District's Technology Acceptable Use Agreement, the Technology Director, Principal or designee may cancel or limit the student's user privileges and/or increase supervision of the student's use of the District's technology resources, as appropriate. Inappropriate use may also result in disciplinary action and/or legal action in accordance with the law and Board Policy.